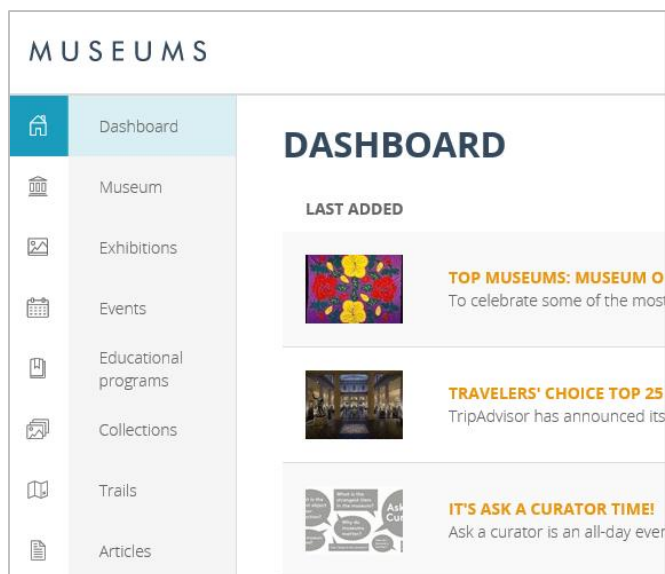


Find your museum on [Museums of the World!](#)
Not listed yet? Join the Museums community [here](#).



MUSEUMS ONLINE EDITOR

User Manual

CONTENT

Thank you for being a part of the Museums of the World community! Our user-friendly online editor will help you keep your museum listing up to date. This user manual gives you a quick overview of its features.

Do you need help?

Our support team will be happy to help you. E-mail us at support@museu.ms.

Created by Semantika



Museums of the World Online Editor

User manual

Welcome to Museums of the World! You're part of a growing community, creating the world's largest museum resource, intended to present and promote museums and cultural heritage across the world.

Museums of the World website is accompanied by a suite of **mobile applications** and a **free online editor** for museums to easily keep their listings up-to-date. For the latest updates and interesting stories you can also join us on **Facebook** and **Twitter**.

This user manual will give you an overview of our system and its features, with step-by-step instructions for all the functionalities in our online editor.

Are you here for the International Museum Day?

Starting with International Museum Day 2015, we've partnered with **ICOM - the International Council of Museums**, to provide museums with an easy-to-use platform for their promotion.

Museums who join **Museums of the World** community can use our **user-friendly CMS** to update their visitor information, add exhibitions, events, educational programs, articles, and even collections.

Activities **marked with the "IMD2016" tag** are also featured on the official **International Museum Day website and map**, accompanied by a comprehensive list of events, exhibitions and educational programs connected to International Museum Day.

Note: Museums of the World log in credentials are different from the existing ICOMMUNITY usernames and passwords. To sign in or register, please go to <http://museu.ms/cms>.

Do you need additional help?

If you need additional help, we'll be happy to assist you. Please contact us at support@museu.ms.

Content

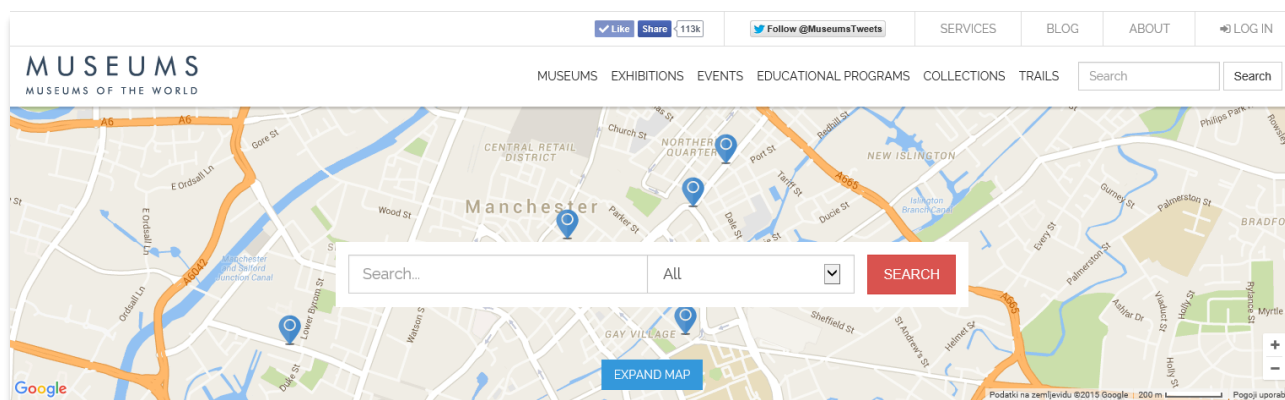
1.	Is my museum listed on Museums of the World?.....	3
2.	How do I update my museum? How do I add my museum?	3
3.	Where do I sign in? What to do if I forgot my username and/or password?	4
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1. Is my museum listed on Museums of the World?

Museums of the World is an international museums platform intended to present and promote museums and cultural heritage across the world. Our website is accompanied with a suite of mobile applications, providing users with up-to-date information about museums and galleries worldwide in one place – including visitor information, exhibitions, events, educational programs, collections, trails, audio guides, and more.

Our database already contains tens of thousands of cultural heritage institutions and it's growing every day – from a variety of different data sources, including Europeana, Culture24 and Culture Grid. This makes Museums of the World the most extensive listing of museums around the world ever assembled!

To find out if your museum is already listed on Museums of the World, go to <http://museu.ms/> and search for it. You can also find it in one the mobile apps: <http://museu.ms/about>.



2. How do I update my museum? How do I add my museum?

We're doing our best to keep our database up-to-date, but maintaining Museums of the World is no easy task and we need your help!

You can help us out by using our online editor and updating your museum listing by yourself. It's very easy to do – adding an exhibition or event will only take you a minute or two.

To add your museum and/or get access to our online editor, please go to <http://museu.ms/join> and fill in the form. To ensure data quality, we manually check each application and provide you with your log in information as soon as possible (usually within one work-day).

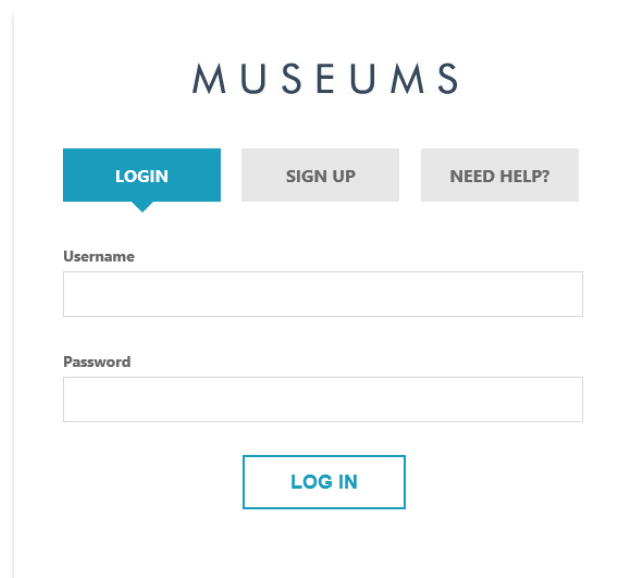
We'll send you your credentials in an automated e-mail with the subject "Welcome to Museums of the World".

3. Where do I sign in? What to do if I forgot my username and/or password?

After you receive your credentials, go to <https://museu.ms/cms> and log in with your username and password.

If you don't have your credentials yet, you can register by clicking "[Sign up](#)".

If you forgot your credentials and need help, please let us know: click "[Need help?](#)" and send us an e-mail.

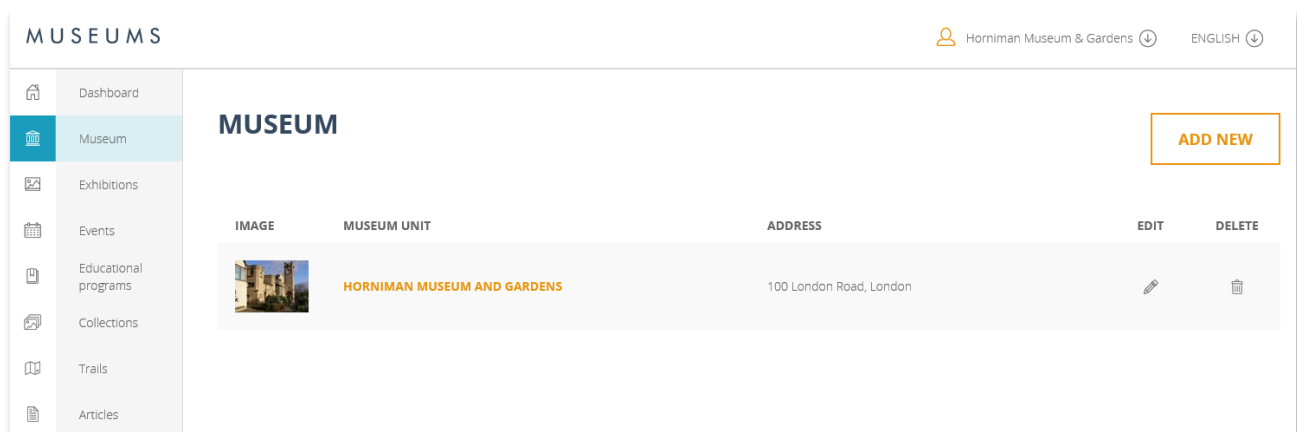


The image shows a login form for 'MUSEUMS'. At the top, the word 'MUSEUMS' is displayed in a large, blue, sans-serif font. Below it, there are three buttons: 'LOGIN' (blue with white text), 'SIGN UP' (grey with black text), and 'NEED HELP?' (grey with black text). The 'LOGIN' button has a small blue arrow pointing down towards the username field. Below the buttons, there are two input fields: 'Username' and 'Password'. Both fields are empty and have a light grey border. At the bottom of the form, there is a blue button with the text 'LOG IN' in white.

4. How do I update my museum/visitor information?

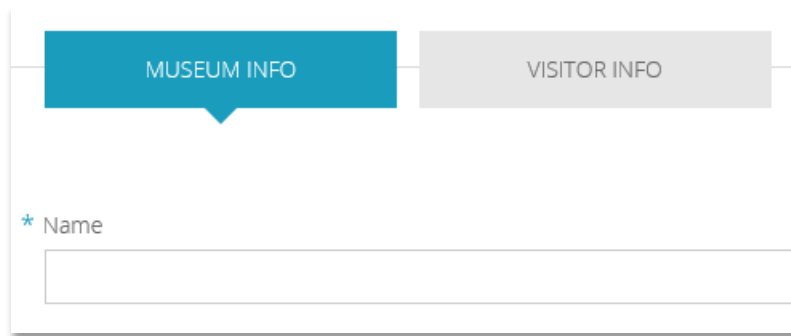
To update your museum and visitor information:

- Select the **Museum** section in the menu on the left.
- You can add and edit as many museum units as needed:
 - o To edit an existing unit, **select the unit from the list**.
 - o To add a new museum unit, **click the Add new button** on the right.

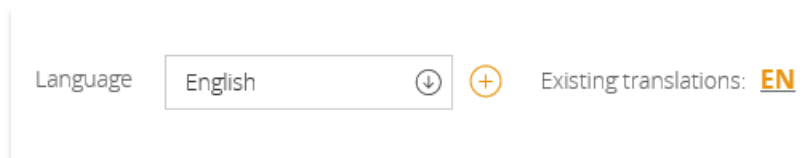


The image shows the 'MUSEUMS' dashboard. At the top, the word 'MUSEUMS' is displayed in a large, blue, sans-serif font. To the right of the word, there is a user profile icon and the text 'Horniman Museum & Gardens' with a dropdown arrow, and the text 'ENGLISH' with a dropdown arrow. Below the header, there is a sidebar menu on the left with icons and labels: 'Dashboard', 'Museum' (highlighted in blue), 'Exhibitions', 'Events', 'Educational programs', 'Collections', 'Trails', and 'Articles'. The main content area is titled 'MUSEUM' in a large, blue, sans-serif font. To the right of the title, there is an orange button with the text 'ADD NEW'. Below the title, there is a table with the following columns: 'IMAGE', 'MUSEUM UNIT', 'ADDRESS', 'EDIT', and 'DELETE'. The table contains one row with the following data: 'IMAGE' (a small image of the Horniman Museum and Gardens), 'MUSEUM UNIT' (HORNIMAN MUSEUM AND GARDENS), 'ADDRESS' (100 London Road, London), 'EDIT' (a pencil icon), and 'DELETE' (a trash can icon).

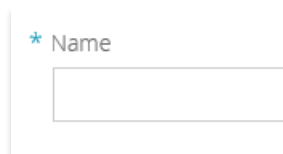
- Fill in or change the information.
 - o Start with basic information on the **Museum info** tab, then add opening hours, admission and museum facilities under **Visitor info**.



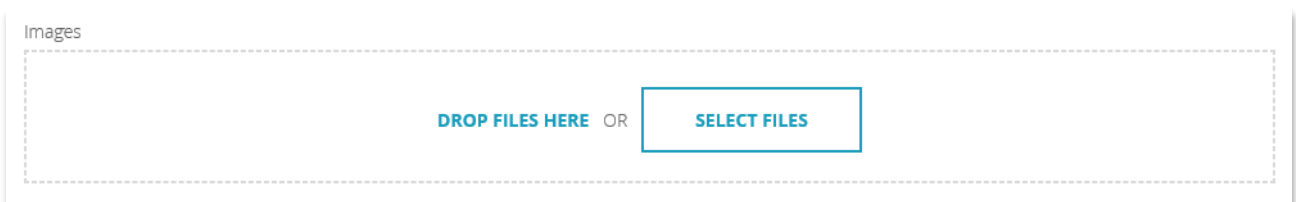
- o To ensure your presentation reaches as many people as possible, we advise to always include information **in English and in your native language**. The default language is English, but you can manage translations on every page under the page title.



- o The fields marked with an **asterisk (*)** are **required**. However, we do recommend filling-out as much information as you have available.



- o Also, don't forget to **add an image or two!** You can do this at the bottom of the page:



- o Save your changes by clicking the **Save button** in the upper right corner or at the bottom of the page.



MUSEUMS Horniman Museum & Gardens ENGLISH

MUSEUM UNIT SAVE CANCEL ADD NEW

Language: English Existing translations: EN

MUSEUM INFO **VISITOR INFO**

* Name 0/250

ADDRESS INFORMATION

* Address 0/250 Postal Code

* City * Country

CONTACT INFORMATION

LOCATION

Please allow some time for changes to show online.

5. How do I add or edit an exhibition/event/educational program?

To add or edit an exhibition, an event or an educational program:



- Select the appropriate section in the menu on the left:
 - o **Exhibitions**
 - o **Events**
 - o **Educational programs**
- To edit an existing entry, **select the entry from the list.**
- To add a new exhibition/event/educational activity, **click the Add new button.**

MUSEUMS Horniman Museum & Gardens ENGLISH

EXHIBITIONS ADD NEW

IMAGE	TITLE	INSTITUTION	TYPE	START DATE	END DATE	EDIT	DELETE
	MUSIC GALLERY	Horniman Museum and Gardens	Permanent exhibition	01.01.2014	01.01.2016		
	REVISITING ROMANIA: DRESS AND IDENTITY	Horniman Museum and Gardens	Temporary exhibition	04.10.2014	06.09.2015		

- Fill in or change the information.
 - o To ensure your presentation reaches as many people as possible, we advise you to always include information **in English and in your native language**. The default language is English, but you can manage translations on every page under the page title.

Language   Existing translations: **EN**

- Some of the information is **required and marked with an asterisk (*)**, but the more complete your presentation is the better it will look and the more useful it will be.

* Name



- Also, don't forget to **add an image or two!** You can do this at the bottom of the page:









Images

DROP FILES HERE OR [SELECT FILES](#)

- Save your changes by clicking the **Save button** in the upper right corner or at the bottom of the page.



SAVE

MUSEUMS
Horniman Museum & Gardens  ENGLISH 

-  Dashboard
-  Museum
-  Exhibitions
-  Events
-  Educational programs
-  Collections
-  Trails
-  Articles


EXHIBITION

[SAVE](#)
[CANCEL](#)
[ADD NEW](#)


Language   Existing translations: **EN**

EXHIBITION INFO


* Title 0/250

* Museum unit 

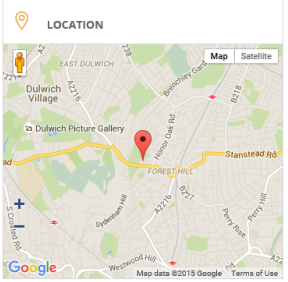
Exhibition address 39/250

* Type 

* Exhibition duration

Start date 

LOCATION



Please allow some time for changes to show online.

*Note: If your exhibition, event or educational program is happening as part of the **International Museum Day**, please don't forget to tag it appropriately. The **"IMD2016" tag** will ensure that the activity is also featured on the official IMD website and map (subject to approval by ICOM Paris).*

6. How do I add or edit a collection?

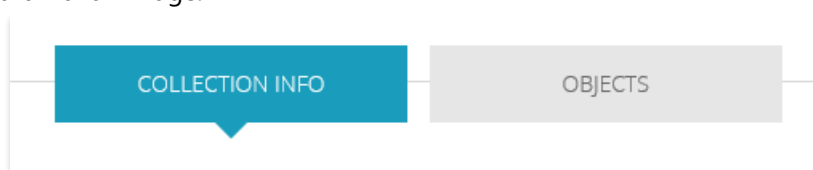
You can enhance your museum listing by presenting your collections. Our online editor enables you to easily add a few collection highlights.

To add or edit a collection and its objects:

- Select the **Collections** section in the menu on the left.
- To edit an existing collection and add new objects to it, **select the collection from the list**.
- To add a new collection, **click the Add new button**.



- Fill in or change the information.
 - o Describe your collection on the **Collection info** tab, then add **Objects**. You can add as many objects as you like to each collection. The first object in the collection will also serve as the thumbnail image.



- o Some of the information is **required and marked with an asterisk (*)**, but the more complete your data is the better it will look.
- o Save your changes by clicking the **Save button**.

MUSEUMS

Horniman Museum & Gardens
 ENGLISH

Dashboard

Museum

Exhibitions

Events

Educational programs

Collections

Trails

Articles

COLLECTION

Language English

SAVE

CANCEL

ADD NEW

COLLECTION INFO

OBJECTS

COLLECTION INFORMATION

Name

Description

Format View Edit

B I U

Paragraph

Please allow some time for changes to show online.

7. How do I add or edit a trail/tour?

Our online editor enables you to add special guided tours or trails that enable your visitors to explore the museum and its surroundings. Published trails are featured on your museum's page and on the special [Trails section of Museums of the World](#).

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MUSEUMS

MUSEUMS OF THE WORLD

MUSEUMS

EXHIBITIONS

EVENTS

EDUCATIONAL PROGRAMS

COLLECTIONS

TRAILS

Search

Search

EXPLORE TRAILS AROUND THE WORLD

CHOOSE YOUR DESTINATION

Try your hand at our indoor or outdoor activity trails from museums around the world. Learn about art, culture and history in a fun interactive manner. Our trails are suitable for individuals, groups and families. Try them out and let us know what you think!

Country

City

Type

Theme

United Kingdom

London

Trail Type

Trail Theme

SEARCH

3 search results

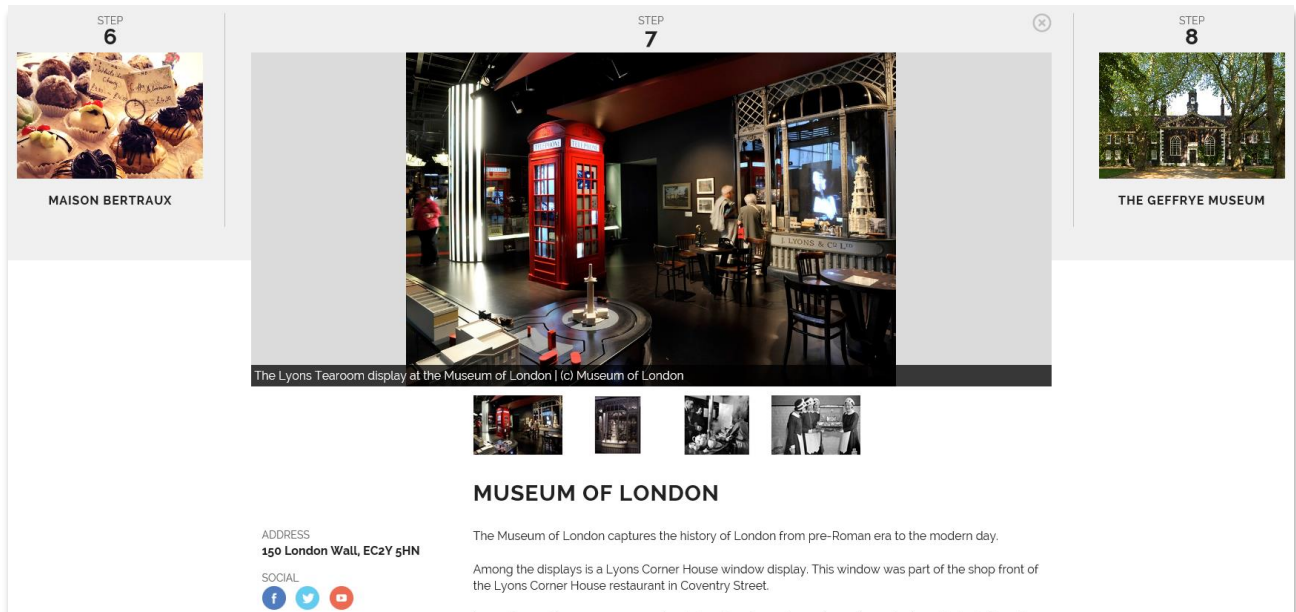
Tea Through Time
 8 steps , Outdoor

World Tea Tastes
 8 steps , Outdoor

Taking Afternoon Tea
 8 steps , Outdoor

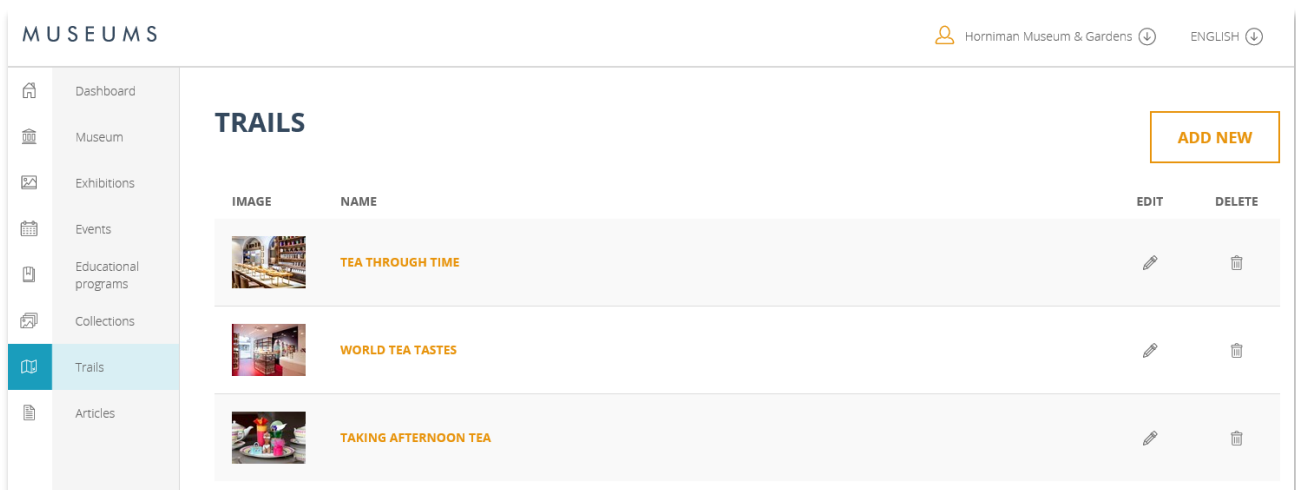
Museums of the World 9 | 15

Our users can search the trail database and explore each trail in detail.

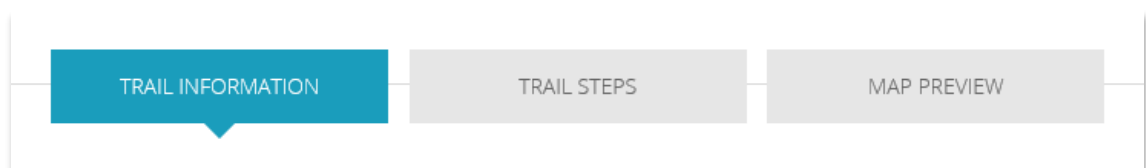


To add or edit a trail:

- Select the **Trails** section in the menu on the left.
- To edit an existing trail and add new steps to it, **select the trail from the list**.
- To add a new trail, **click the Add new button**.



- Fill in or change the information.
 - o Start on the **Trial information** tab and add basic information about the trail.
 - o Add trail steps on the **Trial steps** tab. You can add as many trail steps as needed in each trail.
 - o Make sure the trail stops are in the right order and location on the **Map preview** tab.



- Some of the information is **required and marked with an asterisk (*)**, but the more complete your data is the better it will look.
- Save your changes by clicking the **Save button**.

8. How do I add or edit an article?

To add or edit an article:

- Select the **Article** section in the menu on the left.
- To edit an existing article, **select the article from the list**.
- To add a new article, **click the Add new button**.

IMAGE	TITLE	AUTHOR	TYPE	PUBLICATION DATE	EDIT	DELETE
	DAILY ART STORY: MONET'S WATER LILIES	Museums of the World	Article	04.06.2015		
	DAILY ART STORY: MUCHA'S SEASONS	Museums	Article	02.04.2015		
	DAILY ART STORY: SPRING IN ART – OUR FAVORITE SPRING LANDSCAPES	Museums	Article	18.03.2015		

- Fill in or change the information.
 - To ensure your information reaches as many people as possible, we advise to always include information **in English and in your native language**. You can manage translations on every page under the page title.

- Some of the information is **required and marked with an asterisk (*)**, but the more complete your data is the better it will look.
- Also, don't forget to **add an image or two!**
- Save your changes by clicking the **Save button**.

The screenshot shows the 'CREATE NEW ARTICLE' form. At the top, there's a header with 'MUSEUMS' on the left and user information 'Admin Semantika' and 'ENGLISH' on the right. A sidebar on the left lists various museum categories, with 'Articles' highlighted. The main form area has a title 'CREATE NEW ARTICLE' with a help icon. Below the title, there are three buttons: 'SAVE' (orange), 'CANCEL' (blue), and 'ADD NEW' (blue). The 'Language' dropdown is set to 'English', and it shows 'Existing translations: EN'. A blue tab labeled 'ARTICLE INFO' is active. The form contains three required fields: '* Title' (0/250), 'Author name' (0/250), and '* Museum unit' (a dropdown menu currently showing 'Museums').

9. In which language should I publish the data? Can I translate it?

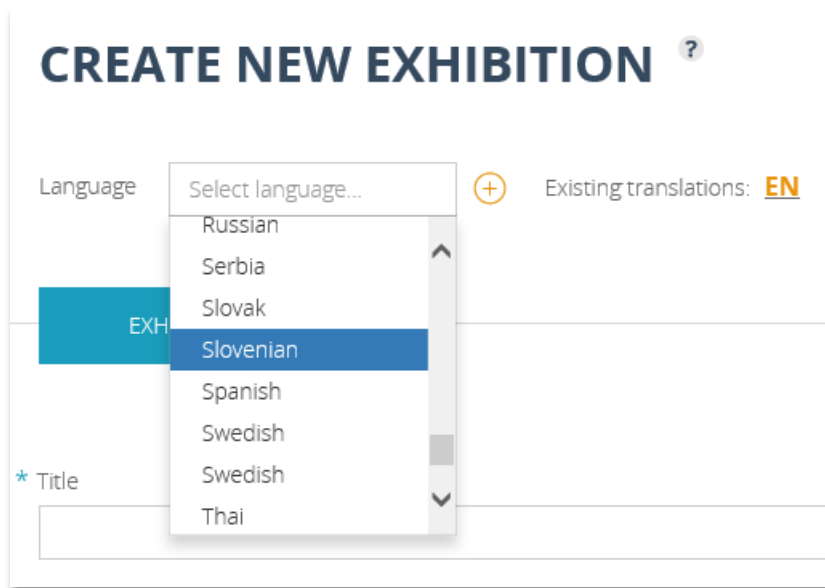
Museums of the World's official language is **English**. We believe that in this way our information reaches the most people, which is why we recommend you to publish your data in English and in your native language. Our online editor enables you to easily create different language versions of each entry.

When you add a new record, the language will automatically be set to **English**. You can see this at the top of each page just under the page title:

The screenshot shows the 'CREATE NEW EXHIBITION' form. It has a similar layout to the article form. The title is 'CREATE NEW EXHIBITION'. The 'Language' dropdown is set to 'English', and it shows 'Existing translations: EN'. A blue tab labeled 'EXHIBITION INFO' is active. The form contains one visible required field: '* Title'.

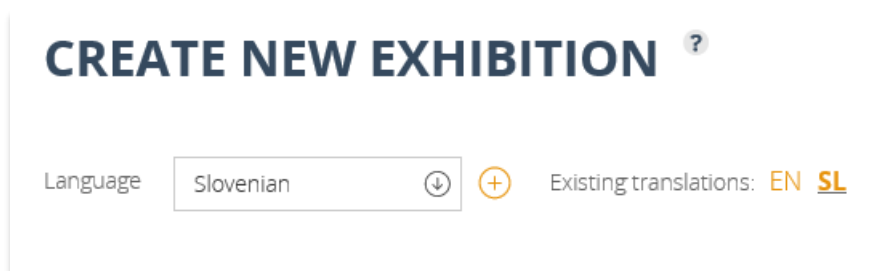
To add a new translation:

- **Select a language** from the drop-down list.
- **Click the plus (+) sign.**



The screenshot shows the 'CREATE NEW EXHIBITION' form. The 'Language' field has a dropdown menu open, listing languages: Russian, Serbia, Slovak, Slovenian (highlighted), Spanish, Swedish, Swedish, and Thai. To the right of the dropdown is a plus sign icon and the text 'Existing translations: EN'. Below the dropdown is a text input field labeled '* Title'.

- The new language version will appear next to **Existing translations**. You can switch between translations by clicking the



The screenshot shows the 'CREATE NEW EXHIBITION' form. The 'Language' field now shows 'Slovenian' with a dropdown arrow icon. To the right is a plus sign icon and the text 'Existing translations: EN SL'. The 'SL' is highlighted in blue.

10. Where is my data visible?

Museums of the World uses a **“Click once, publish everywhere”** system, which means that you only have to enter the information once and it will automatically be distributed to all appropriate places. We can even handle publishing to Europeana.

Here’s an example. Let’s say you manage a listing for a museum in [Ljubljana, Slovenia](#), Europe. As soon as you publish an exhibition, the data will be automatically displayed:

- On [Museums of the World](#), our global museums portal
- On [Museums.EU](#), the European version of the same portal
- On [Museums.SI](#), the Slovenian museums portal
- In all our mobile applications available:
 - o [Global](#)
 - o [Slovenian](#)

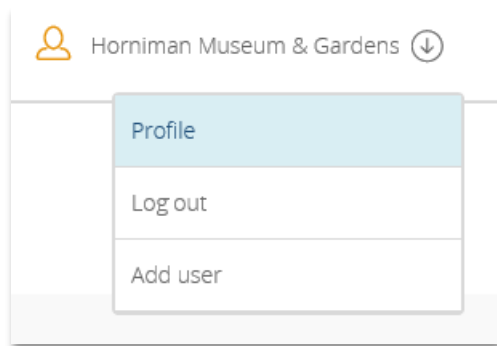
Exhibitions, events or educational programs, tagged with the **“IMD2016”** tag are also featured on the official [IMD website and map](#) (subject to approval by ICOM Paris).

11. How do I change my password? Do I have a user profile?

Your user profile lets you edit your user data and change your password. You can also log out and add a new user from your organization.

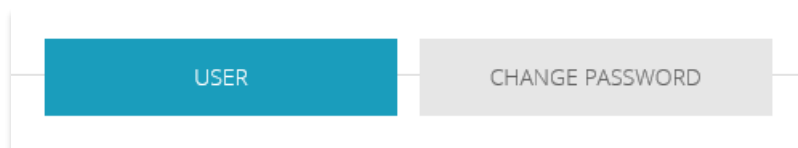
To access the User profile section:

- Click the **arrow next to your username** in the upper right corner of the screen.
- Click **Profile**.



To update user information:

- Under **User** change your information as needed.
Note: Your username cannot be changed.



- Click the **Update profile** button to save the changes.

To change your password:

- Under **Change password** enter your old password, then enter the new password and confirm it.
- Click the **Change password** button to save the changes. Your new password is effective immediately.

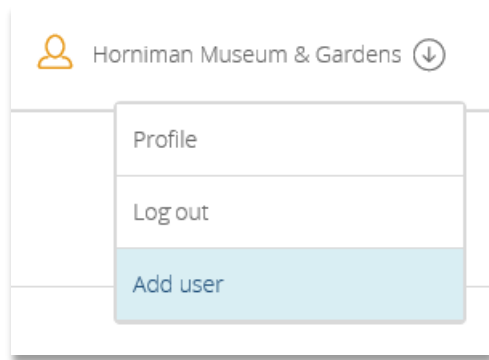
A screenshot of a 'CHANGE PASSWORD' form. At the top, there are two buttons: 'USER' (grey) and 'CHANGE PASSWORD' (blue). Below the buttons, the form has three input fields: 'Old password', 'New password', and 'Confirm new password'. At the bottom right of the form, there is a large orange button labeled 'CHANGE PASSWORD'.

12. Other people from my museum want to use the editor. Can I add a new user?

You can add as many new users from your organization as needed.

To add a new user:

- Click the **arrow next to your username** in the upper right corner of the screen.
- Click **Add user**.



- Fill in the required data.
- Click the **Save** button.